National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS 39529-6000

INTERNAL TRAINING REQUEST

NASA Center	CTO Logistics' Contact	Human Resource Development Specialist

Complete information on each page :

- Page 1 - Item Information & Subject Area
- Page 2 - Delivery Data, Catalog & Summary
- Page 3 - Design Data, Delivery Data, Prerequisites & Competencies
- Page 4 - Custom Fields, Scheduled Offering Information, Add Slots to the Scheduled Offering, Registration Notification Adjustments & Course Completion
- Page 5 - Form Submission Information

**Required information (highlighted in red) must be filled out completely or the form will not email or print.

Once the form is complete, submit by email to the NSSC by selecting the "Email Record" button found at the top of Page 5.

Submission by email is preferred, but submission by fax will be accepted. If you are faxing, you must include the NSSC-Form-0027 (Request, Authorization, Agreement and Certification of Training Transmittal Sheet).

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Item Information

Item Type

Item ID _____ - _____ - _____

☐ New ID ☐ Existing ID

☐ Sole Source ☐ Competitive

Item Title (275 Characters Maximum)

Classification	Approval Process

Approval Required	Contact Hours	Credit Hours	CPE Hours

Subject Area (You May Identify Up To Two Subject Areas)

Primary

Secondary

Description

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Delivery Data

Segment	Day	Duration	Offset	Location Type

Additional Information or Comments about Segments

Catalog

Catalog ID	Flag	Expires	Until Date

Summary

Delivery Method ID		Assignment Type ID
Auto Fill Registration	Enable User Request	Enable Users to Waitlist

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Design Data

Reviser	Approved By	Approval Date

Lesson (Must be a valid URL)

Audience (500 Characters Maximum)

Default Initial Assignments Initial Number	Initial Period	Initial Basis
Default Retraining Assignments Retraining Number	**Retraining Period**	**Retraining Basis**

Contact's Email

Item Goals (500 Characters Maximum)

Delivery Data

Min. Registration	Max. Registration

	Self Registration	

Prerequisites

Item	Title

Competencies

Competency 1

Competency 2

Competency 3

Item Type	ID Number	Status	Effective Date	Force Credit

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Custom Fields

On-Duty Hours	Off-Duty Hours	Purpose of Training 03
Type of Training	Type of Training Sub-Code	Source of Training
Special Interest	Academic Credit Code	Training Credit Type Code
Direct Cost Code	Per Participant Cost	Books & Materials Cost
Other Direct Cost	Indirect Cost Code	Travel
Per Diem	Other Indirect Cost	Category Code
Sub-Category Code	Funding Org.	POC
Budget Line Item		
Training Vendor		
Metric That Matter (MTM)	P/PM Re-Certification	

Scheduled Offering Information

Copy Existing Scheduled Offering ID	Use Same Contact Information ☐	(If these are not selected, please provide updated information)
Active Offering ☐ In-Active Offering ☐	Use Same Custom Columns ☐	
Contact	Contact Email	
Contact Phone	Contact Fax	
Segment Start Date	Segment End Date	

Segment Start Time	AM / PM	Segment End Time	AM / PM	Time Zone

Facility	Primary Location
Primary Instructor	Secondary Instructor

Registration Cutoff Date	Registration Cutoff Time	AM / PM

Contact(s) for Scheduled Offering Enrollment Information	
Material ID(s)	Type

Add Slots to the Scheduled Offering

Organization ID		Reservation Date	
Reservation Time	AM / PM	Time Zone	Number of Slots
Registration Status		Email Confirmation to the Organization	

Registration Notification Adjustments

Cancellation Notification	Registration Notification	Withdraw Notification
Waitlist Notification	Pending Notification	

Course Completion

Will Center Grant Course Completion? (Center Can Still Submit Roster to NSSC for Historical Record Retention)	
Will NSSC Receive Final Course Roster to Grant Course Completion?	
Will Center Submit Final Roster for Historical Record Retention?	
Do You Want the NSSC to Send an Inquisite Evaluation to Learners After Completion?	
Do You Want to Send the SATERN Evaluation After Completion?	
Survey	Days to Complete

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Form Submission Information

Will Center submit this Internal Training Request Form Only?	☐ Yes	☐ No
Will Center submit this Internal Training Request form and has already submitted an Internal Training Procurement Requisition form?	☐ Yes	☐ No
(Enter Change Request Number)	_____	
Will Center submit this Internal Training Request form and submit an Internal Training Procurement Requisition form at a later date?	☐ Yes	☐ No

Provide Either Attachments or Text Adjustments to the Notifications Within the Comments Field Below.

Additional Comments